



Accounting Clerk

Coast360 is seeking a progressive, responsive, and dedicated individual who will play a vital role in ensuring the Credit Union's daily accounting functions run accurately, effectively, and efficiently. This individual will be responsible for a variety of accounting and bookkeeping duties, which include but are not limited to, compilation and sorting of documents, verification and posting of business transactions, and reconciliation of reports.

A successful candidate must be a team player, have excellent communication and organizational skills, and maintain a high level of professionalism during all internal and external member interactions. This individual must also demonstrate the ability to represent the Credit Union in a positive manner, by leading and upholding Coast360's service excellence standards. The candidate must have a high school diploma or general equivalency diploma (GED) plus at least three months related experience in accounting.

We invite interested candidates to submit a resume to Maite Member Center at 450 Route 8 Maite or e-mail jobs@coast360fcu.com. No phone calls please. Employment is subject to a pre-employment screening.

Coast360 is an Equal Opportunity Employer.